

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

LAND ACQUISITION AGENT I

POSITION CODE: 23091
Effective: 10-1-81

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, assists in an agency's land acquisition and/or property management program; receives and completes selected technical assignments; assists higher level land acquisition agents performing complex functions relative to the land acquisition program; receives on-the-job instruction and training designed to provide familiarization with the functions and operations of the organization and to provide experience in the practical application of basic land acquisition and property management techniques.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists in the review of preliminary title reports and preparation of plats; assists in conducting title searches and in preparing contractual billings for appraisal purposes.
2. Gathers information and prepares reports on activities such as reports of titles, plats, title searches, contractual billings; prepares reports for condemnation proceedings on acquisitions of both lands and mineral rights; assists higher level agents in the review of such reports.
3. Assists with field analysis of acquired land and real estate; estimates probable salvage and/or rental income from acquired properties; assists in determining the amount of financial aid for displaced occupants.
4. Assists in establishing files and maintains status records concerning negotiation status, and relocation assistance costs; assists field agents concerning status of projects.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

LAND ACQUISITION AGENT I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college with coursework in agriculture, real estate, forestry, pre-law, economics, or related fields.

Requires one year of professional experience in land titles, real property appraisal, land acquisition negotiations, plat and plan preparation, legal and administration, property management, and/or relocation activities.

Knowledges, Skills and Abilities

Requires elementary knowledge of real property principles and practices.

Requires elementary knowledge of laws, rules, regulations and professional practices concerning land acquisition and real estate property management and related activities.

Requires ability to work well with other staff members.

Requires ability to communicate clearly and effectively.

Requires ability to read and interpret maps, plans, plats, legal descriptions and title abstracts.

Requires ability to prepare and complete written reports and maintain accurate records.